

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY
Division: Employment Relations
Bureau: Occupational Safety and Health
Date Posted: 05/20/2008
Job Category: Healthcare Practitioners & Technical
Position Number: 66204621
Position Title: Occupational Safety & Health Specialist
Bargaining Unit: 038
Union: MPEA
Location: HELENA
Job Status: Full Time Permanent
Salary: \$36,187.00 to \$47,615.00
Salary Unit: Year
Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.
Shift: Daytime
Band: 6
Closing Date: 06/17/2008
Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. The position requires extensive

day travel, some overnight travel, and a valid Montana driver's license. Inspections and consultations are performed in areas that may have common industrial hazards such as chemicals, machinery, heat, dust, noise, etc. Use of hard hats, safety glasses, safety-toed boots, and other personal protective equipment may be required. Position may require bending, stooping, climbing, lifting up to thirty pounds, and entry into tight spaces.

Duties:

The purpose of the Department of Labor and Industry is to promote the well being of Montana's workers, employers, and citizens, and to uphold their rights and responsibilities. To assist in fulfilling this mission, the Occupational Safety & Health Bureau staff provide occupational safety and health compliance-related visits to public sector entities and occupational safety and health consultation visits to private sector businesses upon request. The Bureau is seeking a self-motivated, customer service-oriented safety professional to join our Helena-based team.

The successful candidate will perform occupational safety compliance inspections and associated consultation activities for the public sector as required by the Montana Safety Act and the Montana Occupational Health Act and private sector consultation activities through section 21(d) of the Occupational Safety and Health Act (the OSHA On-Site Consultation Program).

Duties include identification of occupational hazards through assessing program compliance with general industry and construction standards (e.g. – hazard communication, confined space, hearing conservation, fall protection, compressed gas, electrical safety, etc) and through performing sampling as appropriate. Duties also improving health and safety management systems through analyzing inspection and consultation findings; issuing recommendations to bring about correction of workplace hazards; performing extensive public relations work and technical assistance in the promotion of loss control; assisting in assessing, developing and improving safety and health programs; providing safety training, creating reports from data and observations; and assisting in other duties as assigned.

Competencies:

Requires extensive knowledge of occupational safety and health and associated regulations and standards; experience drafting and enforcing safety programs, experience interpreting Federal safety standards; and use of a personal computer and software including MS Word, MS Excel, MS PowerPoint, internet browsers and electronic mail. Requires expertise safety management systems and hazard identification and control; excellence in verbal and written communication; and demonstrated effectiveness in maintaining current knowledge of occupational safety principles and practices. Requires self-motivation and the ability to work for extended periods with little supervision.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

This position requires a bachelor's degree in occupational safety and health, safety management, industrial hygiene or a closely related field and one year experience in the safety and health field or other combination of education and experience equivalent to the above. (e.g., compliance, inspection, or loss control). A certification as an Associate Safety Professional (ASP) or Certified Safety Professional (CSP) is highly desired.

Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Describe how you have obtained your knowledge of occupational health and safety. Include college course work, training sessions and work experience. Also describe your personal philosophy of occupational safety and health and how it will make you effective in this position.
2. Describe specific examples of performing workplace safety inspections or health and safety program audits in which you compared workplaces and programs to relevant regulations, policies and consensus standards. Please include how you communicated findings, recommendations and praise.
3. Describe a time in which you communicated health and safety requirements to both workers and management in order to improve compliance and work place safety. Include the issue communicated, the audience, the venue and the results. If formal classroom training was provided, please describe. You may provide more than one example.